

EMBL



The European Molecular Biology Laboratory (EMBL) is a European intergovernmental organisation with twenty member states and one non-European associate member state. EMBL carries out world leading basic research in molecular biology. EMBL also provides scientific services in molecular biology, engages in technology and instrumentation development, advanced training and technology transfer. EMBL is headquartered in Heidelberg (Germany), with Outstations in Grenoble (France), Hamburg (Germany), Hinxton (UK) and Monterotondo (Italy). Currently, EMBL employs more than 1,400 members of staff from over 60 nations and has annual expenditure of €150 million.

Administrative Director at EMBL Heidelberg, Germany

Job description:

The Administrative Director is directly responsible to the Director General for the non-scientific administration of EMBL. The appointee will be supported by the Heads of Personnel and Finance, the Estate Manager, the Council Secretariat, the Safety Office and the Heads of Laboratory Animal Resources and Social and General Services. There is a close working relationship with the internal and external auditors.

The ability to work effectively with research scientists and their staff and to understand and be responsive to their needs is essential. The Administrative Director represents the Laboratory in dealings with the Staff Association. He/she will be responsible for maintaining close working relationships with national and local authorities in the host countries of the EMBL Units (Germany, France, United Kingdom and Italy). A critical working relationship is with the governing Council and in particular its Finance Committee, which decides the Laboratory's general policies, budgets and terms and conditions of service. The Administrative Director will be expected to maintain and further develop close working contacts with the delegates and to take responsibility for developing and presenting policies and papers to the formal six-monthly meetings of Council and Finance Committee.

Qualification and Experience:

Applicants must have high-level managerial experience in a comparable organisation. Professional experience in financial planning, the development of legal agreements, human resources management and high-level committee work are strengths that the selection committee will be looking for. Drafting and negotiating skills, the ability to undertake and deliver long-term strategic administrative planning, the ability to accept and discharge responsibility and a constructive response to change are essential requirements. Flexibility of approach with fairness and consistency of delivery are key attributes. Applicants must be fluent in two of the three languages English, French and German and have a working knowledge of the third. Although not required to be an expert, the Administrative Director should take a lively and informed interest in the research carried out in the laboratory.

For more details about the position please visit www.embl.org/jobs

Commencing date: September 2009 (or earlier)

An initial contract of 5 years will be offered to the successful candidate. Renewal is foreseen, depending on circumstances at the time of review.

EMBL is an inclusive, equal opportunity employer offering attractive conditions and benefits appropriate to an international research organisation.

General enquiries may be sent to jobs@embl.de or to the following address:

Personnel, EMBL
Postfach 10 22 09
D-69012 Heidelberg
Germany

To apply, please email a cover letter, CV (in English) and three reference letters quoting ref. no. VN/09/001 in the subject line, to: application@embl.de

**Closing date:
28 February 2009**

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